

Privacy Notice for Governors

(How We Use Personal Information including on Get Information About Schools - GIAS)

The Categories of Governance Information That We Process Include:

- Personal information (such as name, address, contact details)
- Recruitment checks
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests
- Special categories of data including characteristics information such as gender, race ethnicity, religious beliefs, sexual orientation and political opinions.
- Disability and access requirements
- Medical information
- Photographs

Why We Collect and Use Governance Information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use governance information, for the following purposes:

- a) To establish and maintain effective governance
- b) to meet the statutory duties placed upon us
- c) to facilitate safe recruitment, as part of our safeguarding obligation towards pupils
- d) to undertake equalities monitoring
- e) to ensure that appropriate access arrangements can be provided for those who require them.

Under the UK General Data Protection Regulation (UK GDPR), the legal bases we rely on for processing personal information for general purposes are: **Legal Obligation**

All maintained school governing bodies, under [section 538 of the Education Act 1996](#) have a legal duty to provide the governance information as detailed above.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

Collecting Governance Information

We collect personal information via governor appointment paper forms and email.

Governance data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing Governance Information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit www.truronurseryschool.org.uk Data Protection and School Records Management Policies

Who We Share Governance Information With

We routinely share this information with:

- our local authority
- the Department for Education (DfE)

Why We Share Governance Information

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so.

Local Authority

We are required to share information about our governors with our local authority (LA) under our service level agreement.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under: [section 538 of the Education Act 1996](#)

All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting Access To Your Personal Data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Nikki Jones, School Business Manager (01872 274693) or SchoolPro TLC Ltd by email gdpr@schoolpro.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 10th October 2022

Contact

If you would like to discuss anything in this privacy notice, please contact: Nikki Jones, School Business Manager (01872 274693) or SchoolPro TLC Ltd by email gdpr@schoolpro.uk

How Government Uses Your Data

The governance data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable maintained schools and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

Data Collection Requirements

To find out more about the requirements placed on us by the Department for Education including the data that we share with them, go to

<https://www.gov.uk/government/news/national-database-of-governors>

Note: Some of these personal data items are not publically available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.

How to Find Out What Personal Information DfE Hold About You

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>